

# SAMPLE EVENT BUDGET

## INCOME

**Entry Fee Income Budgeted Income Year To Date**

Entry Fees – $ $

Late Fees $ $

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#### Total Entry Fee Income $ $

**Site Income Budgeted Income Year To Date**

Host Site Fee – $ $

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#### Total Site Income $ $

**Sponsorship Budgeted Income Year To Date**

Sponsor 1 $ $

Sponsor 2 $ $

Sponsor 3 $ $

Sponsor 4 $ $

Sponsor 5 $ $

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#### Total Sponsorship Income $ $

**Admission Income Budgeted Income Year To Date**

Gate Fee $ $

Parking $ $

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#### Total Admission Income $ $

**Other Income Budgeted Income Year To Date**

|  |  |  |
| --- | --- | --- |
| Club Dues  Vendor Space | $  $ | $  $ |
| T-Shirt Sales | $ | $ |
| Program Advertising | $ | $ |
| Hotel Commissions | $ | $ |
| Food Commisions | $ | $ |
| Interest | $ | $ |
|  | ======== | ======== |
| **Total Other Income** | **$** | **$** |

# NET INCOME $ .

|  |  |  |
| --- | --- | --- |
| **EXPENSES**  **FIXED EXPENSES** |  | |
| **Office Expenses** | **Budgeted Expenses** | **Year To Date** |
| Phone | $ | $ |
| Postage | $ | $ |
| Shipping | $ | $ |
| Office Supplies | $ | $ |
| Credit Card Fees | $ | $ |
| Bank Fees | $ | $ |
| Website Design | $ | $ |
| Internet Fees | $ | $ |
| Printing  **Total Office Expenses** | $  ========  **$** | $  ========  **$** |
| **Race Equipment** | **Budgeted Expenses** | **Year To Date** |
| Safety Boats | $ | $ |
| Starting Clock | $ | $ |
| Timing | $ | $ |
| Laptop Computer | $ | $ |
| Buoys | $ | $ |
| Chain | $ | $ |
| Rope | $ | $ |
| Compressor | $ | $ |
| Stopwatches | $ | $ |
| Whistles | $ | $ |
| Set of Flags | $ | $ |
| Tables | $ | $ |
| Chairs | $ | $ |
| PA System | $ | $ |
| Handheld Radios | $ | $ |
| Binoculars | $ | $ |
| Bullhorn | $ | $ |
| Computer Paper | $ | $ |
| Tents | $ | $ |
| Sledge Hammers | $ | $ |
| Scaffolding | $ | $ |
| Stakes | $ | $ |
| Snow Fence | $ | $ |
| Banners | $ | $ |
| Extension Cords | $ | $ |
| Generators | $ | $ |
| Misc.Tools | $ | $ |
| Misc. Supplies  **Total Race Equipment** | $  ========  **$** | $  ========  **$** |
| **Supplies** | **Budgeted Expenses** | **Year To Date** |
| Pens/Pencils | $ | $ |
| Clipboards | $ | $ |
| Masking/Duct Tape | $ | $ |
| Stapler/Staples | $ | $ |
| Computer Paper | $ | $ |
| Cash Box | $ | $ |
| Paperclips | $ | $ |
| Lap Charts  **Total Supplies** | $  ========  **$** | $  ========  **$** |

|  |  |  |
| --- | --- | --- |
| **Advertising/Promotional** | **Budgeted Expenses** | **Year To Date** |
| Website Design | $ | $ |
| Souvenir Program | $ | $ |
| Posters | $ | $ |
| Flyers | $ | $ |
| Logo Design | $ | $ |
| Officials Apparel | $ | $ |
| Banners | $ | $ |
| Advertising – Radio | $ | $ |
| Advertising - Print | $ | $ |
| Public Relations | $ | $ |
| Photography | $ | $ |
| Sponsor Reports | $ | $ |
|  | ======== | ======== |
| **Total Advertising/Promotional** | **$** | **$** |

**TOTAL FIXED EXPENSES $ -**

|  |  |  |
| --- | --- | --- |
| **EVENT EXPENSES** |  | |
| **Primary Expenses** | **Budgeted Expenses** | **Year-to-Date** |
| APBA Insurance Fee | $ | $ |
| APBA Sanction Fee | $ | $ |
| Ambulance | $ | $ |
| Cinder Blocks | $ | $ |
| Wristbands | $ | $ |
| Gas/Oil | $ | $ |
|  | ======== | ======= |
| **Total Primary Expenses** | **$** | **$** |
| **Site Expenses**  Site Fee | $ | **Year-to-Date**  $ |
| Crane Rental | $ | $ |
| Bleacher Rental | $ | $ |
| Tent Rental | $ | $ |
| Truck Rental | $ | $ |
| Radio Rental | $ | $ |
| Light Towers | $ | $ |
| PA Rental | $ | $ |
| Scaffolding Rental | $ | $ |
| Site Inspection Trip | $ | $ |
| Restrooms | $ | $ |
| Trash Dumpster/Removal | $ | $ |
| Security Company | $ | $ |
|  | ======== | ======= |
| **Total Site Expenses** | **$** | **$** |
| **Officials Expenses**  Salary/Fee | **Budgeted Expenses**  $ |  |
| Food & Drink | $ |  |
| Hotel Rooms | $ |  |
| Airfare | $ |  |
| Rental Car | $ |  |
| Gas | $ |  |
| Mileage | $ |  |
|  | ======== |  |
| **Total Officials Expenses** | **$** |  |
| **Awards** | **Budgeted Expenses** |  |
| Tow/Show Money | $ |  |
| Cash Awards | $ |  |
| Trophies | $ |  |
| Medals | $ |  |
| Plaques | $ |  |

Awards Ceremony $

Other $

========

**Total Awards $**

**Television Expense**

### Production $

Programming Fee $

Talent $

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**Total Television Expense $**

**TOTAL VARIABLE EXPENSE $ .**

**TOTAL EXPENSES $ .**

**NET PROFIT $ .**